

The Oceanside Professional Development Center's *Collegial Circles* An Alternative In-service Program

What is a Collegial Circle?

A *Collegial Circle* is a group of people who come together on a regular basis around a common goal, need, interest, or question. There is a shared commitment to the purpose of the group. A *Professional Circle* involves shared decision making, voluntary participation, and commitment over time.

How is it conducted?

A *Facilitator* is chosen by the group and/or the *Oceanside Professional Development Center (O.P.D.C.)*. The group submits a planning sheet to the Center for approval. This must meet the approval of the district as well. The group must meet for a total of fifteen- (15) hours/one in-service credit. Upon completion of the group meetings, each participant must complete a personal assessment form.

Benefits of Professional Circles

- On-going staff development on teacher-selected topics
- Increased motivation due to teachers directing the sessions rather than an outside staff developer
- Collaboration of varying teaching styles and ideas, leading to more sharing outside the circle during the remainder of the work week.
- Each group will receive up to \$150 for related expenses
- Non-threatening environment for teachers to seek assistance with topics such as assessment, class management, meeting the needs of special students, lesson plan development, content, etc.

*Groups may purchase educational books, binders for their materials, etc. Expenses not allowed include food, unrelated material, and equipment. The facilitator may call the Center if they are unsure of expense items. The money will be reimbursed to the facilitator with original receipts only. Receipts must reflect the time period of the professional circle.

What is the Facilitator's Role?

- To Help the Circle select a focus of study relevant to the entire group, and a time and location for meetings.
- To collect the registration fees from all participants.
(*\$30 payable to the Oceanside Professional Development Center*)
- To begin sessions promptly and professionally, setting the tone of a working rather than socializing group. Keep the Circle focused on the topic during sessions.
- To maintain attendance and necessary paperwork to document course of study and submit same to the Center upon completion.
- To serve as a mediator during group discussions.
- To provide necessary materials for the group's work, such as duplicated articles, audiovisual equipment, etc.
- To close each session with some group reflection on what was accomplished, and reminders of what is expected of the group for the next session.

The *Facilitator* shall be paid at the rate of \$50/hour for up to fifteen hours.

What is the Time Frame for a Circle?

If the *Circle* will be conducted in a single semester, the following schedule should be adhered to in order to allow sufficient time for implementation.

Fall Semester: Planning sheets should be submitted no later than the end of September
Winter/Spring Semester: Planning sheets should be submitted no later than the mid February

The *Circle* may also span the course of the year, meeting monthly rather than weekly.

How many participants can be part of a Circle?

Somewhere between six and ten teachers. Ideally, eight is a good number.

Things to do BEFORE you send in your *Collegial Circle Application*.

- Speak with your Department Chair
- Speak with your Building Principal

THEN

- Sign on to MyLearningPlan.com and apply for ***PRIOR APPROVAL***

THEN

- Send in your *Collegial Circle Application* to the *Oceanside Professional Development Center*.

*Oceanside Professional
Development Center*

Collegial Circle Application

COLLEGIAL CIRCLE APPLICATION

The Oceanside Professional Development Center
145 Merle Avenue
Oceanside, NY 11572
(516) 678-7598 Fax: (516) 536-4060

The Group's facilitator should complete one application for the whole group. The facilitator will receive written confirmation on the proposal's status as soon as possible.

Name of Participants /School

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Facilitator's Name: _____ SS# _____

Facilitator's Home Address: _____

Date of Application: _____

School: _____

School Phone No. _____

Dates of Meetings: _____
(Dates & time must equal 15 hours)

Meeting Time: _____

Location of Meetings: _____

(The Facilitator will obtain approval for room requisition use by submitting necessary paperwork to the appropriate office. Please forward a copy of the approval form to the **O.P.D.C.**)

Collegial Circle Goals and Outcomes

Title of Collegial Circle: _____

Areas of Curriculum/Instruction, etc. to be examined: _____

List your Guiding Question(s): _____

Desired Outcome(s): Upon completion of the group meetings, we will be able to.

Identify the Groups Criteria for Success (List specific indicators.)

Oceanside Professional Development Center

Collegial Circle Forms

- Activity Log Sheet
- Attendance Register
- Assessment Form

Attendance Register

Course: _____ Instructor: _____

To the Instructor:

1. Attendance must be taken for each class.
2. Those who miss between 2-3 hours of each 15 hour credit must be given a make-up assignment which, when completed, should be indicated on the attached form.
3. The attendance sheet must be signed, and all assignments satisfied before participants will receive their certificates. Thank you.

1. _____	16. _____	31. _____
2. _____	17. _____	32. _____
3. _____	18. _____	33. _____
4. _____	19. _____	34. _____
5. _____	20. _____	35. _____
6. _____	21. _____	36. _____
7. _____	22. _____	37. _____
8. _____	23. _____	38. _____
9. _____	24. _____	39. _____
10. _____	25. _____	40. _____
11. _____	26. _____	41. _____
12. _____	27. _____	42. _____
13. _____	28. _____	43. _____
14. _____	29. _____	44. _____
15. _____	30. _____	45. _____

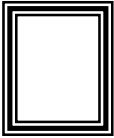
Collegial Circle Assessment Form

(Each participant of the group should submit a form.)

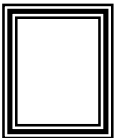
Title of Group: _____

What were your expectations from the group?

On a scale of 1-5, with 5 being the highest, indicate to what extent you feel your expectations were met. If they were not met, please indicate why.



On a scale of 1-5, with 5 being the highest, how would you rate the Professional Circle experience? For what reason(s)?



What impact did the experience have on your teaching practices? (Please identify specific skills gained/strengthened).
